

TEACHER INCENTIVE GRANT - APPLICATION DIRECTIONS

BEFORE YOU BEGIN

Please preview an example Teacher Incentive Narrative and Budget at:

http://www.nd.gov/arts/sites/default/files/PDFs/sampleti-grantnarrativeandbudget_0.pdf

Gather the following information from your school principal or fiscal agent before you begin the online application:

- The date the organization (school) was found.
- The date on which the school fiscal year ends.
- FEIN TAX ID- An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Ask your administrator or chief financial officer to provide your organization's FEIN TAX ID number.
- DUNS# - The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and schools already have DUNS numbers. Ask your administrator or chief financial officer to provide your organization's DUNS number.

To register or search for a DUNS number, go to:

<http://fedgov.dnb.com/webform/displayHomePage.do>

- A letter from the school's principal indicating the school's willingness to accept funds on behalf of the applicant. To see an example, click here:

<http://www.nd.gov/arts/sites/default/files/PDFs/PrincipalLetterSample.pdf>

STEP BY STEP APPLICATION PROCESS

PART A - CREATING A USER PROFILE

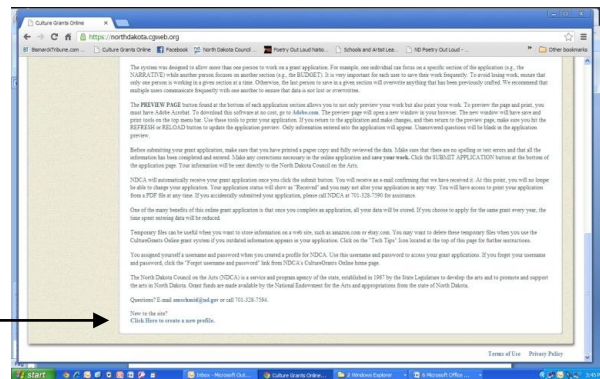
1. Go to the online Culture Grant System (CGO) at <https://northdakota.cgweb.org/>
Read the directions on this page.

If you are new to the CGO online system, you must complete steps 2-16 to create a user profile. This profile will be used to identify you for this and all future grant applications.

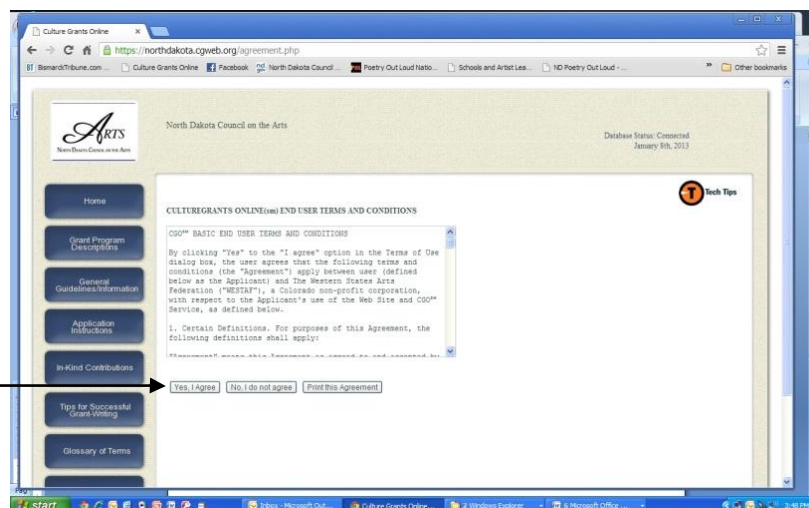
If you have previously applied for a NDCA a grant, you may already have a user profile in the system. Use your previously established Username and Password to login and skip to step 16. If you need assistance locating your Username and Password contact the NDCA Arts in Education Director.

Create a user profile. Previous applicants may login and skip to step 16.

2. Click here to create a profile.



3. Read and agree to the terms for the CGO Online End User Terms and Conditions.



Complete the Primary Contact Information

4. Please select **Organization** for the profile (you are applying on behalf of the school.)
5. Complete the Primary Contact Information with **your name, phone number and email.**
6. Create a Username and Password. **Save this information!**

Complete the Applicant Information

7. For Legal Name, enter the **name of your school.** The date of incorporation may be left blank.
8. Supply the school's **FEIN TAX ID.** (Ask your principal or school's fiscal manager for this information.)
9. For Applicant Status, select **Organization – Non-profit.**
10. The Congressional District for all schools in ND is **1**
11. To find your State House District and State Senate District, use the link provided by entering your 9 digit area code.

12. Complete the **Date Organization was Found** and **Fiscal Year Ends Date**.
13. Copy and paste your school's **Mission Statement** in the provided space.
14. Copy and paste your school's (Organization) History or leave blank by adding N/A
15. Find your schools **DUNS#** by using the link above or by speaking to your administrator or school's fiscal agent. A DUNS# is required with all applications.

16. SUBMIT

The screenshot shows the 'new_profile.php' form on the Culture Grants Online website. Arrows from the instructions point to the following fields:

- Date Organization Formed:** A dropdown menu.
- Fiscal Year Ends Date:** A dropdown menu.
- Mission Statement:** A large text area with a character count of 44/1,000.
- Organization History:** A large text area with a character count of 15/1,000.
- DUNS Number:** A text input field with a link to retrieve the number.
- Web Address:** A text input field starting with 'http:'.

A 'Submit' button is located at the bottom right of the form.

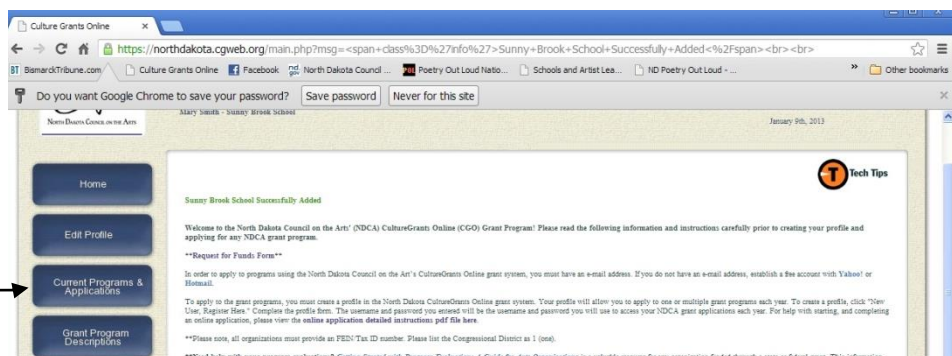
CONGRATULATIONS! You have now completed the New Profile process. This profile can now be used to apply for all Arts in Education Grants. Remember to save your Username and Password. (You will skip this step for all future Arts in Education Grant applications and may enter the CGO website automatically using your Username and Password.)

The screenshot shows the main page of the Culture Grants Online system. A success message is displayed: 'Sunny Brook School Successfully Added'. The page includes a navigation menu with 'Home', 'Edit Profile', and 'Current Programs & Applications'. A 'Tech Tips' icon is also visible. The header identifies the user as 'Mary Smith - Sunny Brook School' and shows the database status as 'Connected' on 'January 9th, 2013'.

PART B - TEACHER INCENTIVE GRANT APPLICATION

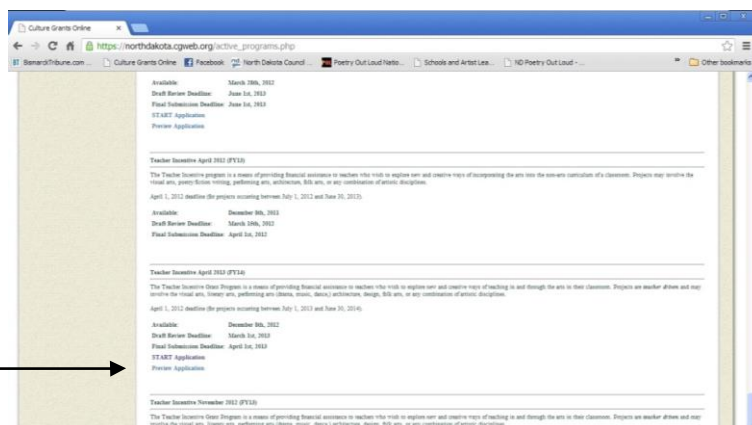
Remember, you can return to your grant application at any time. Be sure to save as you proceed. Previous applicants must first login using their established Username and Password.

17. Select Current Programs and Applications on the left-hand selection bar.



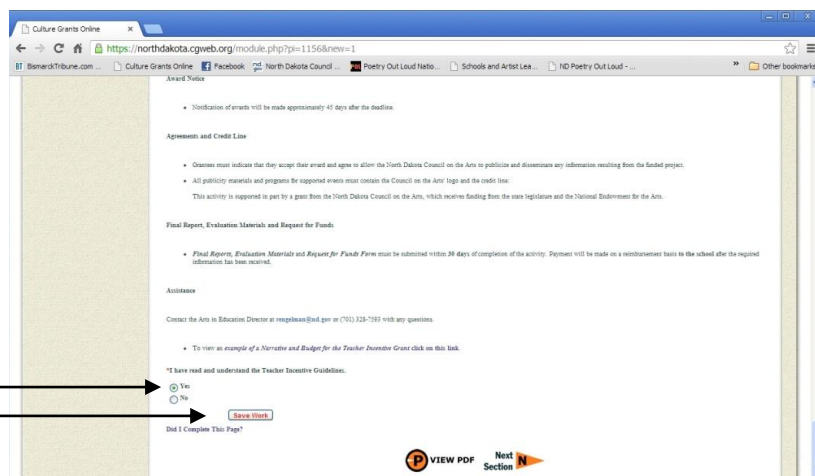
18. Scroll down to find the most current Teacher Incentive Grant.

19. Select **START Application**



20. Read and indicate **YES** if you understand the Guidelines for the Teacher Incentive Grant.

21. **Save Work**



GRANT APPLICATION

22. Complete information under **Applicant** and **Activity**

ARTS DISCIPLINE

23. Indicate the Arts Discipline that best fits the focus for this project.

INTEGRATION

24. Indicate the other area of the curriculum that best fits the focus for this project.

CERTIFY

25. Use the current date for Teacher and Principal's signature

26. **Save Work**

27. **Select View PDF and print pages 3 and 4. Both you and the principal must sign this signature page and return it to NDCA via US mail along with a Letter of Recommendation (step 31) from your principal.**

The screenshot shows the 'Culture Grants Online' application form. The form is titled 'Project Title' and includes fields for 'Character Count: 24 out of 400', 'Estimated Number of Students Participating', 'Total Number of Teachers Participating', 'Total Number of Artists Participating', and 'Total Grant Amount Requested (\$3 to 2000)'. The 'Arts Discipline' section has a dropdown menu with 'Visual Arts' selected. The 'Integration' section has a dropdown menu with 'Mathematics' selected. The 'Certify' section includes fields for 'Signature of Applicant Teacher', 'Date of Applicant Teacher's Signature', 'Signature of School Principal', and 'Date of School Principal's Signature'. The form also has a 'Save Work' button and a 'VIEW PDF' button at the bottom.

PROJECT NARRATIVE QUESTIONS

28. Answer each question in the spaces provided - or - use the option to upload your completed Narrative as a word document. **CHOOSE ONE OF THE PREVIOUS OPTIONS AND BE CONSISTENT. THIS IS CRITICALLY IMPORTANT TO THE PANEL WHO WILL BE REVIEWING YOUR APPLICATION. NDCA recommends that you use the upload option as it allows for easier review and editing. Please include the Narrative Questions with each response.**

In order to upload properly, this document must be saved as a pdf. or doc. Documents saved as docx. will not upload.

29. If you choose to upload your Narrative, indicate UPLOADED FILE in each space.
30. Save Work

The screenshot shows the 'Teacher Narrative Questions' section of the Culture Grants Online application. The page title is 'Teacher Narrative April 2013 (FY14) #T0004'. The left sidebar contains navigation links: Home, Edit Profile, Current Programs & Applications, Grant Program Descriptions, General Guidelines Information, Application Instructions, and In-Kind Contributions. The main content area includes a 'Tech Tips' icon, a list of application steps, and the 'Project Narrative Questions' section. It instructs users to answer questions in the order listed, with a maximum of 1000 characters per response. A text box for the answer is visible, and a 'Save Work' button is at the bottom right.

ITEMIZED PROJECT BUDGET

31. Repeat the above process for the Itemized Project Budget. You
32. Save Work

The screenshot shows the 'Itemized Project Budget' section of the Culture Grants Online application. The page title is 'Teacher Narrative April 2013 (FY14) #T0004'. The left sidebar contains navigation links: Edit Profile, Current Programs & Applications, Grant Program Descriptions, General Guidelines Information, Application Instructions, In-Kind Contributions, Tips for Successful Grant-Writing, Glossary of Terms, and Logout. The main content area includes a 'Tech Tips' icon, a list of application steps, and the 'Itemized Project Budget' section. It instructs users to prepare the required one-page itemized project budget, listing expenses. A text box for the answer is visible, and a 'Save Work' button is at the bottom right.

PRINCIPAL'S RECOMMENDATION

33. Repeat the above process for the Principal's Recommendation.
34. Save work

The screenshot shows the 'Culture Grants Online' application interface. The browser address bar displays 'https://northdakota.cweb.org/module.php?mod_id=15077'. The page header includes the 'Arts' logo and the text 'North Dakota Council on the Arts'. A sidebar on the left contains navigation buttons: Home, Edit Profile, Current Programs & Applications, Grant Program Descriptions, General Guidelines/Information, Application Instructions, In-Kind Contributions, and Tips for Successful Grant-Writing. The main content area is titled 'Teacher Incentive April 2013 (FY14) #20004'. It lists application items: Grant Application, Project Narrative/Questions, Detailed Project Budget, Principal's Letter of Recommendation, Artist's Arts Consultant's Qualifications (if applicable), and Student Application. The 'Principal's Letter of Recommendation' section is active, showing instructions to save work, upload a PDF, and enter the letter text. A text box is provided for the letter, with a character count of 0 out of 1000. A 'Save Work' button is at the bottom right.

ARTIST/CONSULTANT QUALIFICATIONS

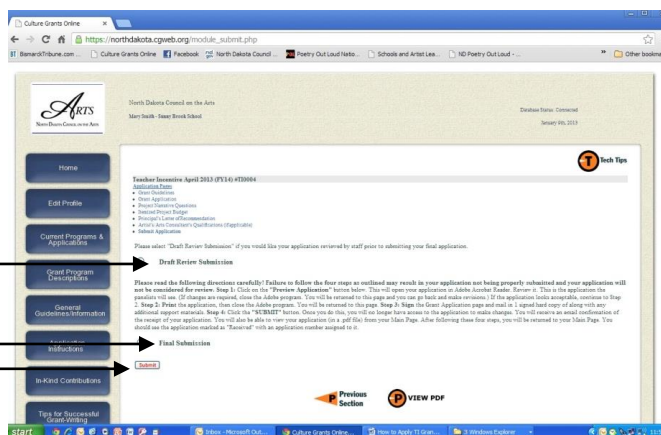
35. Repeat the above process for the Consultant/Artist's Qualifications if applicable. If you are not using an art consultant or artist for your project, write N/A in the space provided.
36. Save Work

The screenshot shows the 'Culture Grants Online' application interface for the 'Artist's/Arts Consultant's Qualifications' section. The browser address bar displays 'https://northdakota.cweb.org/module.php?mod_id=15078'. The sidebar is identical to the previous screenshot. The main content area is titled 'Teacher Incentive April 2013 (FY14) #20004'. It lists application items, with 'Artist's/Arts Consultant's Qualifications (if applicable)' highlighted. Instructions for saving work, uploading a PDF, and entering qualifications are provided. A text box is present for the qualifications, with a character count of 0 out of 1000. At the bottom, there are navigation buttons: 'Previous Section', 'VIEW PDF', and 'Next Section'. A 'Save Work' button is at the bottom right.

SUBMIT APPLICATION

37. Select from the following options:

- If you would like to continue working on your application, skip this page and close out.
- If you would like feedback on your grant, please select **Draft Review Submission**. This option is only available **30 days prior** to the date of planned activity.
- If you feel your application is complete, or you have received feedback and made necessary changes to your application, select **Final Submission**.
- Submit**



Congratulations! You have just completed the Teacher Incentive Grant application. If successfully submitted, an automatic email notice should be received from CGO. If you do not receive notice, please return to your application page and make sure that you have selected submit. Call the Arts in Education Director for questions and/or concerns.

Grants are reviewed by an independent panel on an ongoing basis.

A notice concerning your grant award should be received within 30 – 35 days.